

ADMINISTRATIVE - INTERNAL USE ONLY

EYES ONLY

DD/S 66-6416

14 DEC 1966

MEMORANDUM FOR: Executive Director-Comptroller

Personnel 3

SUBJECT : National Civil Service League Award

REFERENCE : Memo dtd 10 Nov 66 for Ex.Dir.-Compt., thru
DD/S, fr D/Pers, same subj

1. This memorandum is for your information only.
2. You asked if we had any advice as to when it might be most timely for the Director to contact Mr. Day in behalf of nomination for the National Civil Service League Award.
3. There is attached a statement of the selection process for the National Civil Service League Awards. Mr. Couturier, Executive Secretary of the National Civil Service League, advises that the Selection Committee is not expected to conduct its review of candidates before the middle or end of January. The exact date is unknown. In view of this, I suggest that Mr. Helms speak with Mr. Day during the week of 9 January 1967.

25X1

SIGNED R. L. Bannerman

R. L. Bannerman
Deputy Director
for Support

Att

Statement re Selection Process, National
Civil Service League Awards

MORI/CDF Pages 23,24,25 & 26

EO-DD/S:VRT/ms (13 Dec 66)

Distribution:

- Orig & 1 - Adse, w/O&I Att (DD/S 66-6479)
- 1 - DD/S Chrono Ref
- 1 - DD/S Subject, w/cy Att & Background (DD/S 66-5889)
- 1 - D/Pers, w/cy Att

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Approved For Release 2006/11/17 : CIA-RDP84-00780R001400010003-5

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM					
UNCLASSIFIED		CONFIDENTIAL		SECRET	
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP					
TO	NAME AND ADDRESS		DATE		INITIALS
1	EO-DDS 7D24 Headquarters				
2					
3					
4					
5					
6					
ACTION		DIRECT REPLY		PREPARE REPLY	
APPROVAL		DISPATCH		RECOMMENDATION	
COMMENT		FILE		RETURN	
CONCURRENCE		INFORMATION		SIGNATURE	
Remarks:					
Attached is the information on the National Civil Service League Award selection process which you requested of <div style="border: 1px solid black; width: 150px; height: 20px; margin: 10px auto;"></div>					
FOLD HERE TO RETURN TO SENDER					
FROM: NAME, ADDRESS AND PHONE NO.				DATE	
EO/OP 5E56 Headquarters					
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STAT

SELECTION PROCESS

National Civil Service League Awards

When all of the nominations for the National Civil Service League Award have been received, the Executive Director of the National Civil Service League sends to forty members of the League the one page summary of biographic and achievement data on the nominees.

The forty League members then rank the candidates and return their rankings to the Executive Director. In turn, the Executive Director refers the top 20 to 25 nominees to a Selection Committee, which has been appointed by the League Board of Directors. The Selection Committee then selects 10 award winners from the 20 to 25 nominees who have survived the initial screening process.

The Selection Committee decisions are referred to the League Board of Directors for review and approval of the Committee's selections.

We have learned from the Executive Director that the Selection Committee is not expected to conduct its review before the middle or the end of January.

Approved For Release 2006/11/17 : CIA-RDP84-00780R001400010003-5
12/5/66 [redacted] will send paper.

STAT

12/7/66 - Asked Helen to check w [redacted] re
status of paper he is to send.

STAT

12/7/66 - Helen advises paper will be forwarded tomorrow
morning. [redacted] did not know there was any rush.

STAT

[redacted]

STAT

Approved For Release 2006/11/17 : CIA-RDP84-00780R001400010003-5
5 December 1966

[redacted]

STAT

. [redacted] called to say that the Selection

STAT

Committee of the National Civil Service League
will not meet until the middle or end of January 1967.

Approved For Release 2006/11/17 : CIA-RDP84-00780R001400010003-5
betty

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TRANSMITTAL SLIP		DATE 13 December 1966
TO: Mr. Bannerman		
ROOM NO.	BUILDING	
REMARKS: Recommend your signature. V T VRT		
FROM:		
ROOM NO.	BUILDING	EXTENSION

FORM NO. 241
FEB 55

REPLACES FORM 36-8
WHICH MAY BE USED

(47)

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CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1	Deputy Director for Support		
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<input type="checkbox"/>	COMMENT	<input type="checkbox"/>	FILE
<input type="checkbox"/>	CONCURRENCE	<input type="checkbox"/>	INFORMATION
<input type="checkbox"/>		<input type="checkbox"/>	PREPARE REPLY
<input type="checkbox"/>		<input type="checkbox"/>	RECOMMENDATION
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<input type="checkbox"/>		<input type="checkbox"/>	SIGNATURE
Remarks: <p>Bob:</p> <p>Do you have any advice as to when it might be most timely to contact Mr. Day. I should think shortly before the Selection Committee meets. Do we know when this is?</p> <div style="text-align: right; margin-top: 20px;"> <div style="border: 1px solid black; width: 100px; height: 20px; display: inline-block;"></div> LKW </div>			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
Executive Director - Comptroller			3 Dec 66
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ADMINISTRATIVE — INTERNAL USE ONLY

EYES ONLY

66-4248/3

10 NOV 1966

MEMORANDUM FOR: Executive Director-Comptroller

THROUGH : Deputy Director for Support

SUBJECT : National Civil Service League Award

REFERENCE : Memo for DDS fr D/Pers dtd 25 Oct 66, same subject

1. This memorandum is for your information.

2. I have reviewed again my memorandum of 25 October 1966 concerning our efforts to ensure insofar as possible that our nominee for the National Civil Service League Award will be chosen. I see that I failed to include in my report any information regarding the identities of the members of the final Selection Committee so that one or more of them might be discreetly approached by Mr. Helms or other senior Agency officials. As indicated in my report, [redacted] was given the task of soliciting advice regarding the selection of our nominee and of seeking the information desired regarding the membership of the Selection Committee. In her lengthy discussion with Mr. Couturier, Executive Secretary of the National Civil Service League, she was unable to elicit from him any information regarding these identities without bluntly asking for such information. In her judgment, with which I agree, she considered that doing so would be construed as evidence of our intentions to influence the Selection Committee. Mr. Couturier did explain the screening and selection process to her and did give us favorable information regarding last year's nomination of [redacted]. Unless it is believed that we should directly query Mr. Couturier, my best suggestion is that Mr. Helms speak to former Postmaster General J. Edward Day, who is the President of the National Civil Service League.

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25X1

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[redacted]
Emmett D. Echols
Director of Personnel

EYES ONLY

ADMINISTRATIVE — INTERNAL USE ONLY

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C/BSD

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HQ

REMARKS:

OD/Pers

BUILDING
HQ

EXTENSION

(47)

REPLACES FORM 36-8
WHICH MAY BE USED.

☆ GPO : 1957—O-439445

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SELECTION PROCESS

National Civil Service League Awards

When all of the nominations for the National Civil Service League Award have been received, the Executive Director of the National Civil Service League sends to forty members of the League the one page summary of biographic and achievement data on the nominees.

The forty League members then rank the candidates and return their rankings to the Executive Director. In turn, the Executive Director refers the top 20 to 25 nominees to a Selection Committee, which has been appointed by the League Board of Directors. The Selection Committee then selects 10 award winners from the 20 to 25 nominees who have survived the initial screening process.

The Selection Committee decisions are referred to the League Board of Directors for review and approval of the Committee's selections.

We have learned from the Executive Director that the Selection Committee is not expected to conduct its review before the middle or the end of January.

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CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP			
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6	<input type="checkbox"/> GF-44		
<input type="checkbox"/>	ACTION	<input type="checkbox"/>	DIRECT REPLY
<input type="checkbox"/>	APPROVAL	<input type="checkbox"/>	DISPATCH
<input type="checkbox"/>	COMMENT	<input type="checkbox"/>	FILE
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<input type="checkbox"/>		<input type="checkbox"/>	RETURN
<input type="checkbox"/>		<input type="checkbox"/>	SIGNATURE
Remarks: Attached are several brochures and a dinner program (1965) which shows board of directors and financial sponsors. (please return, I pulled these from the file) <div style="text-align: center;">Betty</div>			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
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STAT



Eleventh Annual

Career Service Awards Dinner

PRESENTED BY

National Civil Service League

MAY 19, 1965

SHERATON-PARK HOTEL

WASHINGTON, D. C.

Program

Presiding

J. EDWARD DAY
President, National Civil Service League

Invocation

THE REVEREND FREDERICK BROWN HARRIS
Chaplain
The United States Senate

Presentation of Colors

MILITARY COLOR GUARD

Dinner Music

TED ALEXANDER

Entertainment

UNITED STATES AIR FORCE
BAGPIPE BAND

Address

DR. FRANK STANTON
President, Columbia Broadcasting System

Message from the President of the United States

THE HONORABLE JOHN W. MACY, JR.
Chairman, United States Civil Service Commission

Awards Presentation

BERNARD L. GLADIEUX
Chairman, Board of Directors
National Civil Service League

GOVERNMENT OFFICIALS
OFFICERS OF THE NATIONAL CIVIL SERVICE LEAGUE

THE CAREER SERVICE AWARDS PROGRAM is a public service program of the National Civil Service League designed to promote efficiency in government by:

RECOGNIZING TEN CAREER PUBLIC EMPLOYEES FOR SIGNIFICANT CONTRIBUTIONS

ENCOURAGING OTHERS IN GOVERNMENT SERVICE TO PURSUE EXCELLENCE

PROMOTING PUBLIC APPRECIATION OF QUALITY IN GOVERNMENT

STIMULATING ABLE YOUNG PEOPLE TO CHOOSE CAREERS IN GOVERNMENT

The program is sponsored by business firms, organizations and individuals interested in a quality public service. They join the President of the United States, Cabinet Officers, Legislators, Government Officials and others to pay the Award winners honor through a special recognition banquet.

THE NATIONAL CIVIL SERVICE LEAGUE is a nonpartisan, nonprofit *citizens'* organization founded in 1881 to promote efficiency in Federal, state, and local government. It is an action-oriented institution representing general citizen interest in improvement of public management and is supported entirely by tax-deductible contributions from citizens, organizations, corporations, and foundations who are concerned with the quality of public administration in our society. Its effectiveness and impact have been attested to by strong endorsements of its value and programs by Presidents Johnson, Kennedy, Eisenhower, Truman, and Roosevelt, as well as by countless leaders in private and public life. Membership is open to all who want to participate in the improvement of government.



ALAN L. DEAN
Associate Administrator
Federal Aviation
Agency

As primary advisor to the Administrator, Mr. Dean has led in converting the F.A.A. into a dynamic independent agency. He has designed its advanced system of management and control and has performed imaginatively in his many other areas of high level responsibility.



RICHARD M. HELMS
Deputy Director
Central Intelligence
Agency

Mr. Helms has critical responsibilities for protecting the United States and insuring the success of our foreign policy objectives and those of our allies. He has led in the development of a career civilian intelligence service and has contributed significantly to the security of the United States.



LEONARD NIEDERLEHNER
Deputy General
Counsel
Department of Defense

Top level responsibilities connected with such major "headline" issues as Little Rock, the Cuban crisis, Civil Rights and the Defense re-organization of 1958 characterize Mr. Niederlehner's contribution. He has brought great skill, sensitivity and judgment to bear on these and other critical problems.



CARL H. SCHWARTZ, JR.
Chief, Resources and
Civil Works Division
Bureau of the Budget

Exceptional performance in an environment of pressure is routine to Mr. Schwartz. He is the Chief Advisor to the Director and President in his field, works closely with Congress, and plays a central role in the functioning of the economy.



ARTEMUS E. WEATHERBEE
Assistant Secretary
for Administration
Treasury Department

A broad, varied and challenging career has prepared Mr. Weatherbee for his leadership in the integration of management functions, reorganization and strengthening of staffs and other major improvements in the Treasury Department. His substantive achievements reflect a record of superior performance and exceptional efficiency.



GEORGE JASZI
Director, Office of
Business Economics
Department of
Commerce

An internationally famous pioneer in the field of national economic accounting, Dr. Jaszi is the main architect of our modern methods of calculating the Gross National Product. He is largely responsible for our world leadership in the field of national economic accounting systems.



HOMER E. NEWELL
Associate Administrator
National Aeronautics
and Space
Administration

An outstanding space scientist who has served our government for 20 years, Dr. Newell has been with NASA since its inception. Among his substantive accomplishments have been his direction of communication and observation satellite, atmospheric testing and planetary photography programs.



ROBERT C. STRONG
Ambassador to Iraq
Department of State

Ambassador Strong demonstrates remarkable ability in difficult assignments. In a quarter century of diplomatic service, he has represented us in many crisis torn areas—such as Europe in 1939 and China after World War II—with great skill, devotion and courage.



WALTER E. WASHINGTON
Executive Director
National Capital
Housing Authority

In his official capacity and as a community leader, Mr. Washington has made significant progress in achieving better housing and social services for the people of the Nation's Capital. He represents the highest qualities of an exceptional administrator and dedicated public leader.



C. TYLER WOOD
Mission Director
Agency for
International
Development

Mr. Wood has distinguished himself as an innovative planner and implementer of foreign aid programs. As Minister of Economic Affairs and Director of his Agency's Mission to India, he directed the creation and establishment of the largest single A.I.D. program.

The National Civil Service League

Joined by

The President of the United States
Members of Congress and Federal Officials

Business and Professional Leaders

Federal Employees and Agencies

and

Friends of the Awardees

HONOR THESE CAREER EMPLOYEES FOR SIGNIFICANT CONTRIBUTIONS TO EXCELLENCE IN GOVERNMENT

MAY 19, 1965

SHERATON PARK HOTEL

WASHINGTON, D. C.

NATIONAL CIVIL SERVICE LEAGUE

1965

Career Service Awards Program Participants

The National Civil Service League gratefully acknowledges the support of the many industries, organizations, and leaders who have joined with us to sponsor this dinner. Our special thanks to the government agencies and friends of the Awardees who have participated in such large numbers.

Financial Sponsors

AMERICAN TELEPHONE AND TELEGRAPH CO.

ARMCO STEEL CORPORATION

BOOZ • ALLEN & HAMILTON INC.

CHRYSLER CORPORATION

CRESAP, MCCORMICK AND PAGET

CROWN ZELLERBACH FOUNDATION

ALFRED E. DRISCOLL

EQUITABLE LIFE ASSURANCE SOCIETY

FEDERATED DEPARTMENT STORES, INC.

FORD MOTOR COMPANY FUND

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GENERAL MOTORS CORPORATION

HAMILTON WATCH COMPANY

INLAND STEEL-RYERSON FOUNDATION, INC.

INTERNATIONAL BUSINESS MACHINES
CORPORATION

INTERNATIONAL HARVESTER FOUNDATION

ROBERT L. JOHNSON

NICHOLAS KELLEY

KOPPERS COMPANY, INC.

LITTON INDUSTRIES, INCORPORATED

THE MERCK COMPANY FOUNDATION

MCKINSEY AND COMPANY, INC.

MONSANTO COMPANY

NORTH AMERICAN AVIATION, INC.

OLIN

OLIVETTI-UNDERWOOD CORPORATION

PITNEY-BOWES, INC.

THE PROCTER & GAMBLE COMPANY

RADIO CORPORATION OF AMERICA

WESTON RANKIN

THE RIGGS NATIONAL BANK

SEARS, ROEBUCK AND COMPANY

STANDARD OIL COMPANY (INCORPORATED IN
NEW JERSEY)

UNITED STATES STEEL CORPORATION

WARNER-LAMBERT PHARMACEUTICAL COMPANY

The Career Service Awards Program is made possible

by the generous support of

THE ALFRED P. SLOAN FOUNDATION

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Sidley, Austin, Burgess & Smith

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Booz - Allen & Hamilton Inc.

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WINSTON PAUL
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Government, Columbia University

SIDNEY W. SOUERS
Chairman, General American Life
Insurance Co.

KATHRYN H. STONE
Delegate, Virginia General Assembly

JAMES E. WEBB
(on leave)

WATSON W. WISE
Wise Operating Companies

President Emeritus
NICHOLAS KELLEY
Kelley Drye Newhall
Maginnes & Warren

Former Recipients of the Career Service Awards

Agency for International Development

Dr. Hildrus A. Poindexter—1963

Atomic Energy Commission

Don S. Burrows—1955
Samuel R. Sapirie—1955
Harold A. Fidler—1957
Paul W. McDaniel—1959
Franklin K. Pitman—1960

Bureau of the Budget

Roger W. Jones—1955
William F. McCandless—1956
William D. Carey—1958
William F. Finan—1959
William F. Schaub—1960
Robert M. Macy—1961
Phillip S. Hughes—1962

Central Intelligence Agency

Lyman B. Kirkpatrick, Jr.—1960
Sherman Kent—1961
Arthur C. Lundahl—1963
James S. Lay—1964

Civil Service Commission

Warren B. Irons—1955
John W. Macy, Jr.—1957
Nicholas J. Oganovic—1963

Department of Agriculture

Richard T. Cotton—1956
Dr. Richard E. McArdle—1958
Lyle T. Alexander—1959

Department of the Air Force

Edna M. Adkins—1955
Ezra Kotcher—1956
Dan B. Dyer—1957
Lyle S. Garlock—1959
Max Golden—1961

Department of the Army

Lester Jay Conkling—1955
Richard A. Weiss—1959
Dr. Ralph G. H. Sieu—1961

Department of Commerce

Allen V. Astin—1960
Dr. Harry Wexler—1961
Dr. Ross A. Eckler—1962
Captain Hewlett R. Bishop—1963

Department of Defense

Leon L. Wheelless—1956
John Fanning—1957
James C. Evans—1959
William H. Godel—1962
Graeme C. Bannerman—1963

Department of Health, Education, Welfare

Helen K. Mackintosh—1956
George P. Larrick—1957
Robert M. Ball—1958
Robert J. Myers—1959
Rufus E. Miles, Jr.—1960
Fay W. Hunter—1961
Dr. Howard B. Andervont—1962

Department of the Interior

Clifford W. Seibel—1956
Conrad L. Wirth—1959
Mrs. Clara B. Gonzales—1961
John O. Crow—1964

Department of Labor

James E. Dodson—1956
Ewan Clague—1958
Leo R. Werts—1962

Department of the Navy

John Charles Niedermair—1956
Dr. John M. Ide—1958
Dr. Gregory Hartman—1963
F. Joachim Weyl—1964

Department of State

William M. Rountree—1957
Livingston T. Merchant—1958
Marjorie Whiteman—1958
Ethel B. Dietrich—1960
John D. Jernegan—1961
Ralph S. Roberts—1961
Frances E. Willis—1962
U. Alexis Johnson—1964

District of Columbia Government

Schuyler Lowe—1957
David V. Auld—1962
Robert W. Murray—1964

General Accounting Office

Lawrence J. Powers—1957

General Services Administration

Herbert E. Angel—1955
Dr. Wayne C. Grover—1962

International Cooperation Administration

Dennis A. Fitzgerald—1956
Alvin J. Roseman—1960

Nat'l. Advisory Comm. on Aeronautics

Hugh L. Dryden—1958

National Aeronautics & Space Administration

Eugene S. Love—1960
Abe Silverstein—1962
Smith J. DeFrance—1964

Post Office

Roy D. Schlegel—1957
James O. Riley—1958
August C. Hahn—1963

Railroad Retirement Board

Samuel A. Block—1955

Securities Exchange Commission

Andrew Barr—1955
Manuel F. Cohen—1961
Philip A. Loomis, Jr.—1964

Smithsonian Institution

Frank A. Taylor—1963

Treasury Department

U. E. Baughman—1955
William T. Heffelfinger—1956
Henry J. Holtzclaw—1957
Harry J. Anslinger—1958
Edwin L. Kilby—1960
Bertrand M. Harding—1962
James J. Rowley—1963
B. Frank White—1964

United States Information Agency

William H. Weathersby—1963
Lewis G. Schmidt—1964

Veterans Administration

John B. Barnwell—1959
Judson D. DeRamus—1960
William J. Driver—1964

White House

Joseph E. Winslow—1959

**TRIBUTES TO THE NATIONAL CIVIL SERVICE LEAGUE'S
CAREER SERVICE AWARDS PROGRAM**

"I was deeply proud to participate in the ceremony honoring the National Civil Service League's Career Service Awards winners.

"It is always a pleasure to see reward given to those public servants, so dedicated and a credit to their country."

—LYNDON B. JOHNSON

"The National Civil Service League, by its selection and acclaim of outstanding Award Winners, made a valuable contribution to better public understanding of our career service."

—JOHN F. KENNEDY

"The National Civil Service League is to be commended for its efforts to strengthen the public service and for its program of bringing national recognition to significant careers in the Federal Service.

—DWIGHT D. EISENHOWER

Career Service Awards

NINTH ANNUAL PRESENTATION
HONORING CAREER PUBLIC SERVANTS



National Civil Service League

1881-1963

Career Service Awards

The National Civil Service League, a nonpartisan citizens' organization for good government, announces its Ninth Annual Career Service Awards Program.

Purpose

This National Civil Service League program is undertaken to strengthen the public service by bringing national recognition to significant careers in the Federal service.

The League will grant awards to ten career employees who exemplify in an outstanding manner the primary characteristics of the career service: efficiency, achievement, character, and service. Extensive publicity through television, radio, magazines, and newspapers will be given to the selections and the presentation of the awards.

The Award

The Career Service Award recipients will be presented with a scroll and will be guests of honor at a dinner in Washington, D. C. to be addressed by a nationally prominent speaker and attended by many leaders of government, business, education, and the professions.

Basis of Selection

1. Efficiency and achievement

A record of exceptional efficiency; evidence of sustained superior performance and accomplishment.

2. Character

A record of integrity and devotion to the principles of public service.

3. Service

At least 10 years (including military service), not necessarily all in one agency. This must give evidence of achievement and career progression.

Nomination of Candidates

Agency and department heads are invited to nominate candidates. Men and women in all grades and occupations, in the field and overseas as well as in the departmental service, are eligible. Nominees must be employed in one of the career services of the Federal government (e.g., competitive civil service, Foreign Service, Tennessee Valley Authority, Federal Bureau of Investigation, Library of Congress, District of Columbia), or by their records must be clearly identified as career employees who are making government service their lifework.

What to Submit

No more than three employees may be nominated by each agency or department. Nominations must be submitted in triplicate with two photographs (8 x 10 glossy) and include:

1. A cover sheet containing:
 - a. The following pertinent data about the employee:

Name, title and grade	Length of government service
Organizational location	Marital status; number, ages,
Residence address	and names of children
Date and place of birth	Education and degrees
 - b. A brief description of the service record of the nominee.
 - c. A summary paragraph setting forth the substantive achievements which qualify the candidate for consideration.
2. A written statement no more than three additional pages in length containing:
 - a. Justification for the nomination in terms of the primary considerations already noted as the basis of selection.
 - b. Human interest factors especially related to the career service.
 - c. Comments on the nominee's participation in professional societies, social welfare, civic, and church activities.

Supplemental material may be attached in support of the nomination, but the foregoing statement should stand on its own.

Closing Date

Nominations must be submitted by December 17, 1962 to the Awards Board, National Civil Service League, 315 Fifth Avenue, New York 16, N. Y.

Present plans call for granting the Awards on March 26, 1963.

The Judges

A special board appointed by the Officers and Board of Directors of the National Civil Service League will serve as judges.

President

NICHOLAS KELLEY

Kelley Drye Newhall Maginnes & Warren

Chairman, National Advisory Council

ROBERT L. JOHNSON

Chairman, Executive Committee

BERNARD L. GLADIEUX

Vice President

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DEVEREUX C. JOSEPHS

Director

New York Life Insurance Company

MURRAY SEASONGOOD

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Annuity Association

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Virginia General Assembly

EDWARD F. THOMAS
Edward Thomas Associates, Inc.

JAMES E. WEBB
On Leave

WATSON W. WISE
Wise Operating Companies

NATIONAL CIVIL SERVICE LEAGUE
315 Fifth Avenue New York 16, New York

Career Service Awards

**FOURTH ANNUAL PRESENTATION
TO OUTSTANDING FEDERAL EMPLOYEES**



National Civil Service League

1881-1958

Career Service Awards

The National Civil Service League, a non-partisan citizens' organization for good government, announces its Fourth Annual Career Service Awards program.

Purpose

This National Civil Service League program is undertaken to strengthen the public service by bringing national recognition to significant careers in the Federal Service.

The League will grant awards to ten career employees who exemplify in an outstanding manner the primary characteristics of the career service: competence, efficiency, character, and continuity of service. Awards are granted on an annual basis. Extensive publicity through television, radio, magazines, and newspapers will be given to the competition and the presentation of awards.

The Award

The Career Service Awards will consist of a scroll and personal memento. In addition, award winners will be guests of honor at a dinner in Washington, D. C., to be addressed by a nationally prominent speaker.

Basis of Selection

1. Competence

A record of exceptional competence; evidence of sustained efficiency which demonstrates and emphasizes outstanding careers.

2. Character

A record of integrity and devotion to the principles of public service both on the job and in private life.

3. Continuity of Service

At least 15 years (including military service), not necessarily all in one agency. This must give evidence of progression in the nominee's career and not merely reflect length of service.

Consideration will also be given to:

Special efforts by the individual to prepare for service and qualify for advancement — both prior to and after entering government service.

Nomination of Candidates

Agency and Department heads are invited to nominate candidates. Men and women in all grades and salary levels are eligible. Nominees must be employed in one of the career services of the federal government (e.g., competitive civil service, Foreign Service, Tennessee Valley Authority, Federal Bureau of Investigation, Library of Congress, District of Columbia), or by their record of service must be clearly identified as a career employee who is making government service his life work. (Many lawyers, for example, would fall into this category.) In such cases, an individual's career status must be established by his Agency and recognized by the League's Committee of Judges. The decision of the Judges will be final. No more than five employees may be nominated by each Agency or Department.

A written statement, in duplicate, with a photograph (5 x 7 glossy) must be submitted. The statement should include:

1. Justification for the nomination in terms of the primary considerations already noted as the basis of selection.
2. Pertinent data about the employee:
 - Name (correctly spelled)
 - Date and place of birth
 - Title and grade
 - Organizational location
 - Residence address
 - Marital Status — Number of children
 - Education — High School — College
 - Academic degrees
3. Comments on civic or other similar activities or organizations in which the nominee has participated. This can include participation in professional societies, social welfare activities, church activities, etc.
4. Human interest factors especially related to the career service.

Closing Date

Nominations must be submitted by February 21, 1958, to the Awards Committee, National Civil Service League, 315 Fifth Avenue, New York 16, N. Y.

Present plans call for granting the Awards on May 5, 1958.

The Judges

A special committee, appointed by the Officers and Executive Committee of the National Civil Service League, will serve as judges.

President

NICHOLAS KELLEY
Kelley, Drye, Newhall & Maginnes

Chairman of the Council

ROBERT L. JOHNSON, President
Temple University

Treasurer

JOSEPH I. LUBIN
Eisner & Lubin

Executive Director

JAMES R. WATSON

Chairman, Executive Committee

WINSTON PAUL, President
Domestic Exploration Corporation

EDWARD F. BARTELT
Former Assistant Secretary
of the Treasury

JAMES P. MITCHELL
(on leave)
U. S. Secretary of Labor

DANIEL W. BELL
President & Chairman
American Security
& Trust Company

SAMUEL H. ORDWAY, JR.
Vice-President
Conservation Foundation

BRUCE BROMLEY
Cravath, Swaine & Moore

WESTON RANKIN
Price Waterhouse & Company

CHARLES BURLINGHAM
Burlingham, Hupper & Kennedy

SIDNEY W. SOUERS
Chairman
General American Life
Insurance Company

WALTER D. FULLER
Walter D. Fuller Company

CHARLES B. STAUFFACHER
Vice-President
Continental Can Company

DAVID L. HARRINGTON
Chairman
Reuben H. Donnelley
Corporation

JAMES E. WEBB
President
Republic Supply Company

DEVEREUX C. JOSEPHS
Chairman
New York Life Insurance
Company

WATSON W. WISE
Wise Drilling & Operating
Companies

JAMES C. WORTHY
Vice-President
Sears, Roebuck and Company

NATIONAL CIVIL SERVICE LEAGUE

315 Fifth Avenue

New York 16, New York

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Remarks: Irene said this question probably arose again at this time because Mr. Helms saw Ed Day, President of the League, last Saturday. Mr. and Mrs. Helms attended the wedding of Mr. Day's daughter Geraldine.			
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MEMORANDUM FOR: Chief, Benefits and Services Division

SUBJECT : Procedure for Selection of the Winners of
the Annual Career Service Award

1. The Executive Director of the National Civil Service League, Mr. Jean J. Couturier, sends the one page summary of Biographic and achievement data on the nominee to forty (40) members of the League. Mr. Couturier and one other person review the entire nominating document for each candidate.

2. The forty members rank the candidates and send their selections to the Executive Director who refers the top 20-25 nominees who have been selected to the Selection Committee. The Selection Committee then selects the ten (10) award winners. The Selection Committee decisions are referred to the Board of Directors which puts its stamp of approval on the Committee's selections. (This takes place about mid or latter January.)



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